

M E M O R A N D U M

#04-26

TO: All Department & School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: June 16, 2004

**SUBJECT: INTERGOVERNMENTAL VOUCHER – DATE GOODS & SERVICES
ARE RECEIVED**

To strengthen controls over the financial reporting process as well as the need to satisfy audit requirements, DFMS and OMS have been modified to identify the date goods and services are received on the Intergovernmental Voucher (IV). This new procedure will eliminate the need for organizations to manually identify accounts payable for the preparation of the annual GAAP Package. It will also provide for more accurate reporting and cash management.

Effective July 1, 2004, the goods/services received date will be required on all IVs. The IV document screen has been modified in DFMS and OMS to permit entry of a 2 position month and a 2 position year (i.e. 06 04). You will receive the following error messages in DFMS if the field is not filled in or the data is incorrect:

A139E - Missing Receive Date

or

A140E - Invalid Receive Month (month must be 01-12).

The same messages will also appear in OMS.

When services received cover a portion of a month, such as in the case of electric bills, report the date received as the month in which the service began, if the service period began prior to the 16th of the month. For example: an electric bill covers the period of March 15 to April 14. The date services were received would be recorded on the IV as 03 04 (March 2004). If the bill

Memorandum

Pg. 2

covered March 16 to April 15, report the date received as the month the services ended 04 04 (April 2004).

If you have questions, please contact your State Accountant.

FUNCTION:		DOCID: IV 25 38T0422001		04/27/04 14:01:33					
STATUS: SCHED		BATID:		ORG: 001-002 OF 002					
B- INTRAGOVERNMENTAL REIMBURSEMENT FOR SERVICES/SUPPLIES									
BATCH DATE:		NUM DOCS:		NET:					
H- IV DATE: 04 07 04 ACCTG PRD: ACTION: E IV TYPE: 2									
G/S REC DATE: 04 04			DOCUMENT TOTAL: 10.00						
SELLER			BUYER						
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LN BUY/		BUD		REFERENCE PO		BS		APPR REV/ REV/	
NO SELL E/R		FY FUND DEPT CD DP		NUMBER		LN ACCT ORGN		CODE OBJT OBJT	
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JOB		REPT						SUB	
PROG PROJECT		CATG DESCRIPTION				AMOUNT		I/D P/F	
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01- 01 B		04 100 25				0501		0150 5600	
						10.00			
02- 80 S R		04 100 38				0409		9860 6100	
						10.00			
03-									